



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CODE ENFORCEMENT COORDINATOR

Class No. 003589

■ CLASSIFICATION PURPOSE

To coordinate, implement and plan code enforcement activities in the Department of Planning and Land Use, Code Enforcement Division; to perform public relation activities and to inform county officials regarding code compliance/enforcement activities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Code Enforcement Coordinator is a first line supervisor class in the Code Enforcement Officer series. This class is allocated only to the Department of Planning and Land Use, Code Enforcement Division. Under the direction of a Chief, Land Use this class is responsible for receiving public complaints and inquiries regarding enforcement activities, coordinating code enforcement activities with other county departments and for ensuring that prompt and appropriate code compliance activities are performed. This class may have contact with high level officials regarding code enforcement activities.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Coordinates enforcement activities with departments such as Public Works and Environmental Health Services.
2. Coordinates Project and Permit Processing (PAPP) departmental violation complaints when more than one PAPP department is involved.
3. Coordinates County activities with Federal, State, and local jurisdictions.
4. Arranges activities and maintains compliance with Federal, State and other regulatory agencies such as Fish and Game, Fish and Wildlife, California Department of Forestry, fire districts, Bureau of Indian Affairs, and California Highway Patrol.
5. Serves as a liaison between department personnel, the Chief Administrative Office, County Counsel, Board of Supervisors staff and other County personnel regarding code enforcement issues and activities.
6. Facilitates discussions regarding enforcement activities involving several County departments in order to reach consensus on a plan of action that is most beneficial to the County and its citizens.
7. Assists with complex field investigations of reported violations of the County Code of Regulatory Ordinances.
8. Answers correspondence related to public information inquiries and citizen's problems and complaints.
9. Provides information to public groups and the media.
10. Responds to public inquiries regarding specific enforcement cases.
11. Chairs and facilitates inter-departmental Code Enforcement Coordinating Committee and related councils.
12. Develops ordinances, policies, procedures and guidelines affecting enforcement activities such as cost recovery programs, administrative citations, civil penalties, and re-inspection fees.
13. Supervises code enforcement staff.
14. Provides training to departmental staff and public groups.
15. Processes status reports for enforcement activities, including input from affected departments.

16. Maintains a database regarding violation complaints and code enforcement cases.
17. Develops recommendations for effective administrative procedures to bring code violations into compliance.
18. Prepares Board letters.
19. Prepares reports such as annual reports of budgeted resources and levels of funding for enforcement activities.
20. Researches and recommends alternative sources of funding for code enforcement activity.
21. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- County Code of Regulatory Ordinances.
- The elements of planning and zoning as related to regulatory/municipal ordinances governing land use and zoning matters.
- Zoning and Land Use policy and procedures including but not limited to: the Uniform Building Codes, Uniform Plumbing Codes, Uniform Mechanical Codes, National Electric codes, and abatement codes.
- California laws, codes and local ordinances related to enforcement activities.
- Computer operations and database software.
- Court and County administrative proceedings involving enforcement activities.
- Techniques for investigating code and ordinance violations.
- Principles and practices of personnel management, supervision and training.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Coordinate activities of several personnel from multiple departments in order to expedite services related to code enforcement.
- Perform complex and high profile public relations duties.
- Interpret technical and legal ordinances/codes.
- Effectively advise property owners and the general public on compliance with codes and regulatory practices.
- Discuss a variety of complex regulations and procedures with the public.
- Interact and work effectively with staff, the public and a variety of government, business and community officials.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relations with staff, the public and representatives from outside agencies.
- Compile information gathered into clear, concise reports that effectively convey concepts and conclusions.
- Read, interpret, and research laws, rules, regulations, legal documents, maps and building plans.
- Assign, direct, review and evaluate the work of subordinate staff.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A Bachelor's degree from an accredited college or university in public administration, business administration, planning, environmental health, law, or a closely related field; AND, two (2) years professional journey-level experience performing codes enforcement, administrative enforcement work, or public relations activities for a large public agency, which must have included two (2) years of supervisory or lead worker experience; OR,
2. An Associate of arts or science degree, or equivalent, from an accredited college or university in public administration, business administration, planning, environmental health, business construction/inspection, criminal justice, law, or a closely related field; AND, four (4) years professional journey-level experience performing codes enforcement, administrative enforcement work, or public relations activities for a large public agency, including two (2) years of supervisory or lead worker experience.

**Note:** Additional years of experience as described above may be substituted for the education requirement on a year-for-year basis.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds. Walking, climbing, stooping, and visual abilities are essential to perform site inspections.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

None required.

##### Working Conditions

Office environment; exposure to computer screens. Occasionally, incumbents will drive an automobile to inspection sites and walk on uneven ground when performing site inspections.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: July 17, 1998  
Reviewed: Spring 2003  
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